

RESIDENTIAL SALES TRANSACTION CHECKLIST

COMMAND QUESTIONS FRANK FONSECA frank@kwaustinnw.com	DA QUESTIONS KATY HATTENBACH accounting@kwaustinnw.com	OPPORTUNITY QUESTIONS JEANETTA ROBERTS @jeanetta in Command Notes	ALICE CARON DIRECTOR OF COMPLIANCE alice@kwaustinnw.com (512)638-7400 cell
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MELANIE ABRAHAM Productivity Coach melanie@kwaustinnw.com 512-688-0046	JOSH COOK Productivity Coach josh@kwaustinnw.com (512) 226-3382
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Send Listings to COMMAND within 3 days of listing going live.
Send Contracts to COMMAND within 10 days of effective date of contract.

DOCUMENT	INFO	DOCUMENT #	DOC VERSION
<input type="checkbox"/> Commissions in Command (R)			
<input type="checkbox"/> MLS Print Out (R if applicable)	Status of "PB" or "P" or "AC"		
<input type="checkbox"/> Realist Tax Print Out (R)			
<input type="checkbox"/> Info About Brokerage Services (R)		TXR 2501	11/2/15
<input type="checkbox"/> 1-4 Family Residential Contract (R)		TXR 1601	2/12/18
<input type="checkbox"/> Wire Fraud Warning (R)		TXR 2517	2/1/18
<input type="checkbox"/> Third Party Financing Addendum		TXR 1901	11/19/19
<input type="checkbox"/> Sellers Disclosure (R)	If not exempt	TXR 1406	9/1/19
<input type="checkbox"/> Sale of Other Property by Buyer		TXR 1908	12/5/11
<input type="checkbox"/> TILA-RESPA Disclosure	Only needed if Cash deal	TXR 2516	6/15/15
<input type="checkbox"/> HOA Addendum		TXR 1922	8/8/14
<input type="checkbox"/> Lead Based Paint Disclosure	if built on or before 1978	TXR 1906	10/10/11
<input type="checkbox"/> Intermediary Relationship Notice	Jean Grubb, Broker	TXR 1409	1/7/04
<input type="checkbox"/> Seller's Temporary Res Lease		TXR 1910	12/5/11
<input type="checkbox"/> Buyer's Temporary Res Lease		TXR 1911	12/5/11
<input type="checkbox"/> Amendment of Contract	Signed/Initialed & Exec Date	TXR 1903	11/2/15
<input type="checkbox"/> Buyers Rep Agreement (R)		TXR 1501	2/1/18
<input type="checkbox"/> Gen Info Notice to Buyers/Sellers (R)	5 pages	TXR 1506	2/1/18
<input type="checkbox"/> Non-Realty Item Addendum	spa, washers, dryers, fridge	TXR 1924	10/10/11
<input type="checkbox"/> Survey	Plus, T-47 unless new		
<input type="checkbox"/> Residential Real Property Affidavit	T-47 notarized	TXR 1907	2/1/10
<input type="checkbox"/> MUD/WCID Notice	if applicable;		
<input type="checkbox"/> Res Service Contract Disclosure	if one is asked for in contract	TXR 2513	11/2/15
<input type="checkbox"/> Austin Energy Audit	City of Austin Electric/10 yrs.		
<input type="checkbox"/> Information About On-Site Sewer		TXR 1407	1/7/04
<input type="checkbox"/> Addendum for Propane Gas Area	Only if central propane svc	TXR 2514	2/10/14
<input type="checkbox"/> Buyer's Walk Through & Acceptance		TXR 1925	1/1/16
<input type="checkbox"/> Notice of Termination of Contract		TXR 1902	11/15/18
<input type="checkbox"/> Notice of Sellers Termination ...		TXR 1950	8/13/18
<input type="checkbox"/> Release of Earnest Money		TXR 1904	2/6/02